

SELECTEDWORKS USER MANUAL

TRACE: TENNESSEE RESEARCH
AND CREATIVE EXCHANGE

UNIVERSITY OF TENNESSEE LIBRARIES

AUGUST 2012

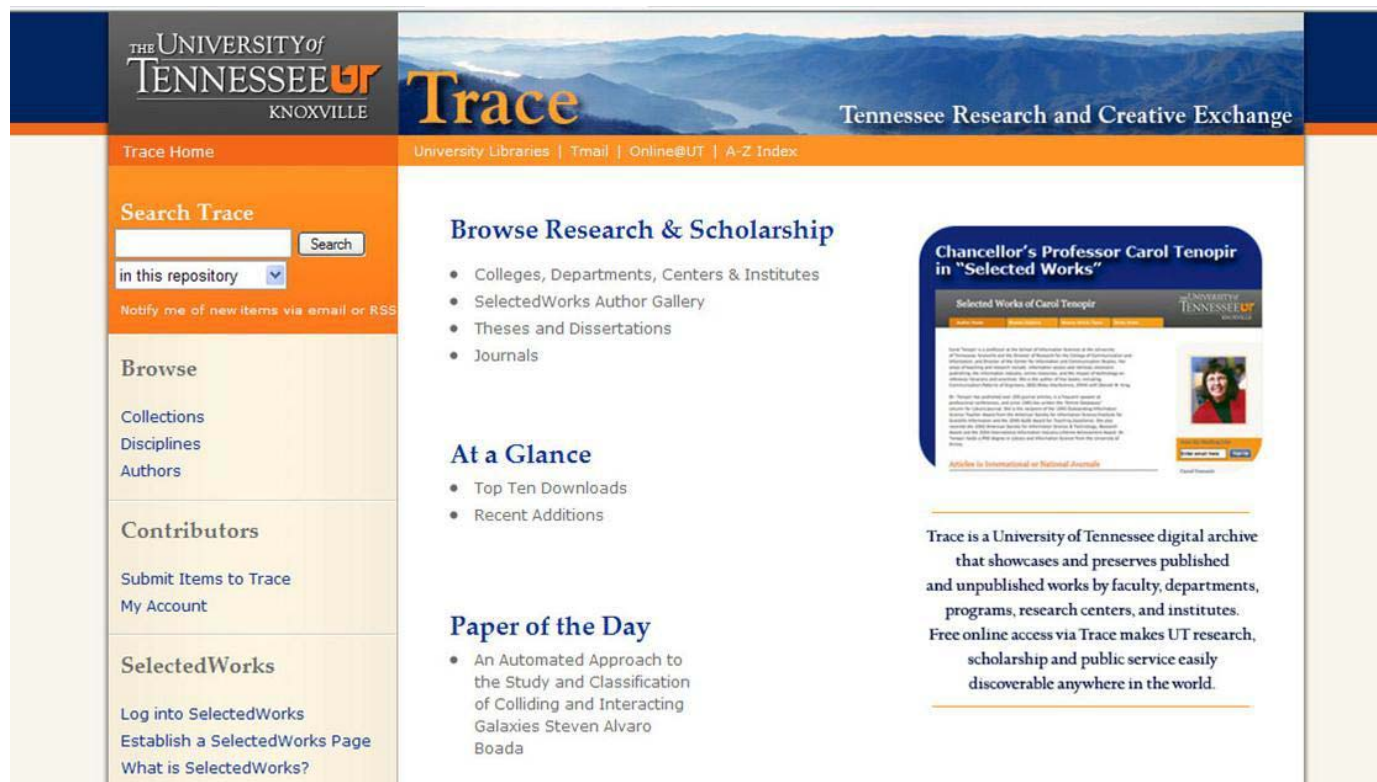
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THE SELECTEDWORKS SITE BUILDER

GETTING STARTED: LOG IN TO YOUR ACCOUNT

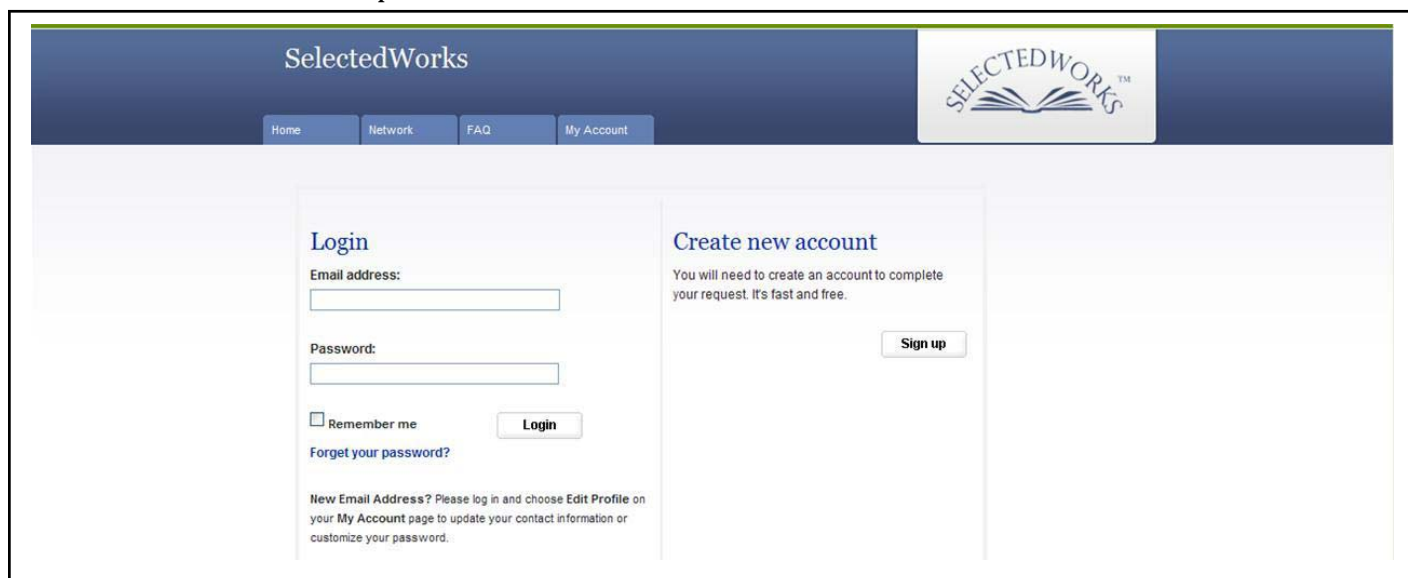
1. Go to <http://trace.tennessee.edu>; click the **Establish a SelectedWorks Page** button in the sidebar.



2. If you already have a bepress account, log in with your email address and password. If you don't have an account, click **Sign up** under "Create new account" to create your account and sign in.

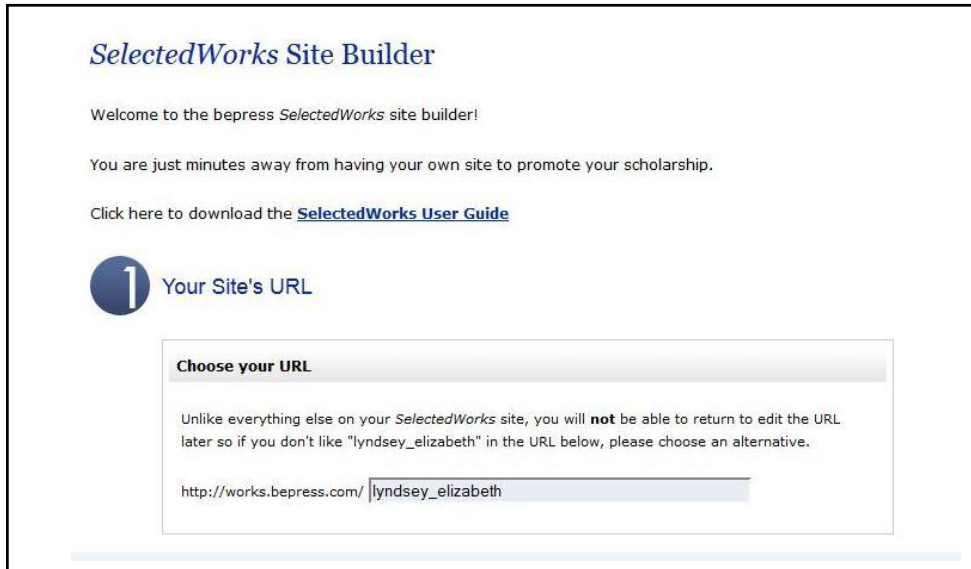
3. If you created a new account, you will receive a confirmation email. Please click on the link in the email to confirm and activate your account. This link will take you directly to the next step in the site-build process.

4. Access code is "scholarship"



1. Select Your Site's URL

By default, your name in the format “firstname_lastname” is used to identify your site. The URL always begins with “<http://works.bepress.com>,” but the section of the URL used to identify your site can be changed by editing the text in the box. Only letters, numbers and the underscore character may be used, however you may not begin your entry with a number.



The screenshot shows the 'SelectedWorks Site Builder' interface. It includes a welcome message and a link to the 'SelectedWorks User Guide'. The main section is titled '1 Your Site's URL' and contains a box titled 'Choose your URL'. Inside this box, there is a warning that the URL cannot be changed later and a text input field with the default URL 'http://works.bepress.com/lyndsey_elizabeth'.

SelectedWorks Site Builder

Welcome to the bepress *SelectedWorks* site builder!

You are just minutes away from having your own site to promote your scholarship.

Click here to download the [SelectedWorks User Guide](#)

1 Your Site's URL

Choose your URL

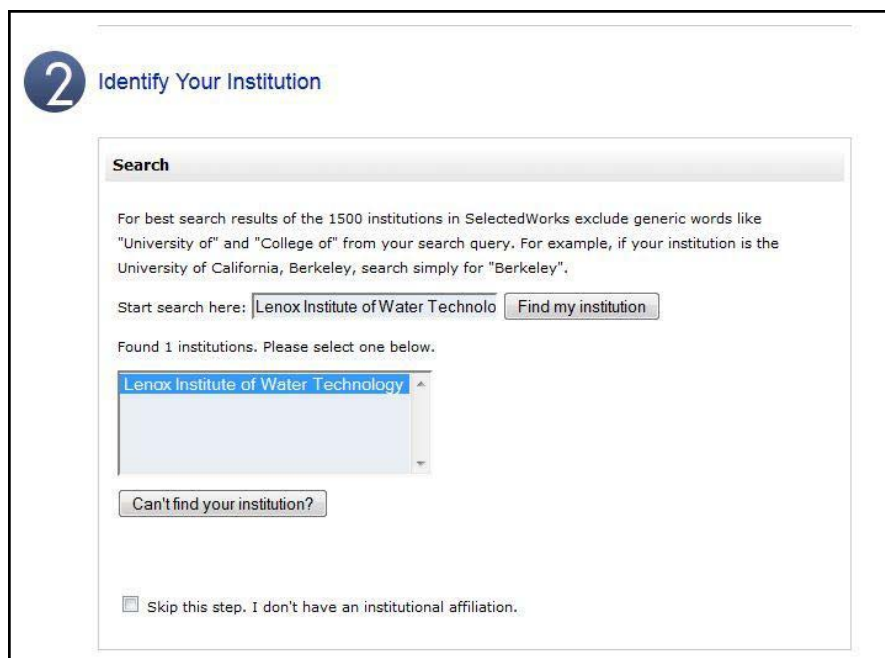
Unlike everything else on your *SelectedWorks* site, you will **not** be able to return to edit the URL later so if you don't like "lyndsey_elizabeth" in the URL below, please choose an alternative.

<http://works.bepress.com/>

The URL is easy to change here now, but after you build your site, the URL cannot be altered. This is the *only* thing in this setup process that cannot be changed later.

2. Identify Your Institution

If an institution is associated with your account, it will be displayed here. Verify the institution is correct and continue on to the next step. Otherwise, enter your institution's name, click **Find my institution**, and select your institution from the options in the list.



The screenshot shows the '2 Identify Your Institution' screen. It includes a search box with instructions on how to search for institutions. Below the search box, there is a list of institutions, with 'Lenox Institute of Water Technology' selected. At the bottom, there is a checkbox to skip this step if the user does not have an institutional affiliation.

2 Identify Your Institution

Search

For best search results of the 1500 institutions in SelectedWorks exclude generic words like "University of" and "College of" from your search query. For example, if your institution is the University of California, Berkeley, search simply for "Berkeley".

Start search here: **Find my institution**

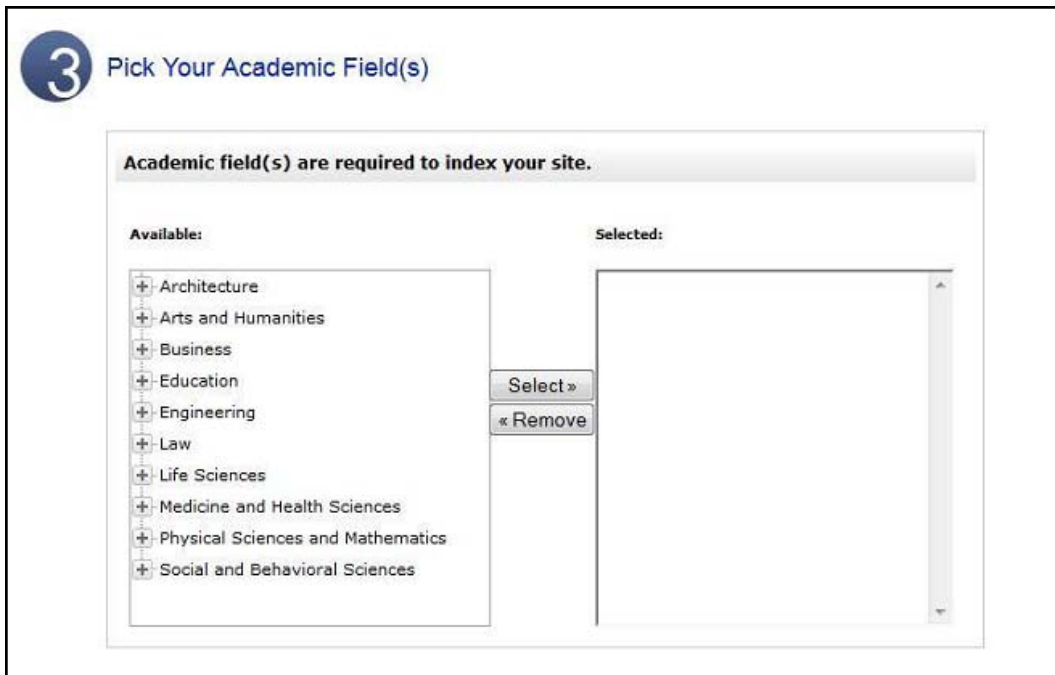
Found 1 institutions. Please select one below.

Can't find your institution?

☐ Skip this step. I don't have an institutional affiliation.

UT SelectedWorks Manual 5 **3. Pick Your Academic Field(s)**

Select one or more academic fields that apply to your area of study. To select multiple fields, hold the **CTRL** key (Windows) or the **Apple** key (Macintosh) while clicking the field names.



3 Pick Your Academic Field(s)

Academic field(s) are required to index your site.

Available:

- + Architecture
- + Arts and Humanities
- + Business
- + Education
- + Engineering
- + Law
- + Life Sciences
- + Medicine and Health Sciences
- + Physical Sciences and Mathematics
- + Social and Behavioral Sciences

Selected:

Select »

« Remove

4. Agreement to Terms of Service & Privacy Policy

Click the links for the “**Terms of Service**” and “**Privacy Policy**” that appears at the bottom of the page, and read them before continuing. Click the check box to indicate your agreement.

5. Build Your Site Now

Click the **Build Site Now** button, and within a matter of seconds, your basic site will be compiled and ready for you to preview. **At this time, your site will also be automatically updated and viewable to the public.**

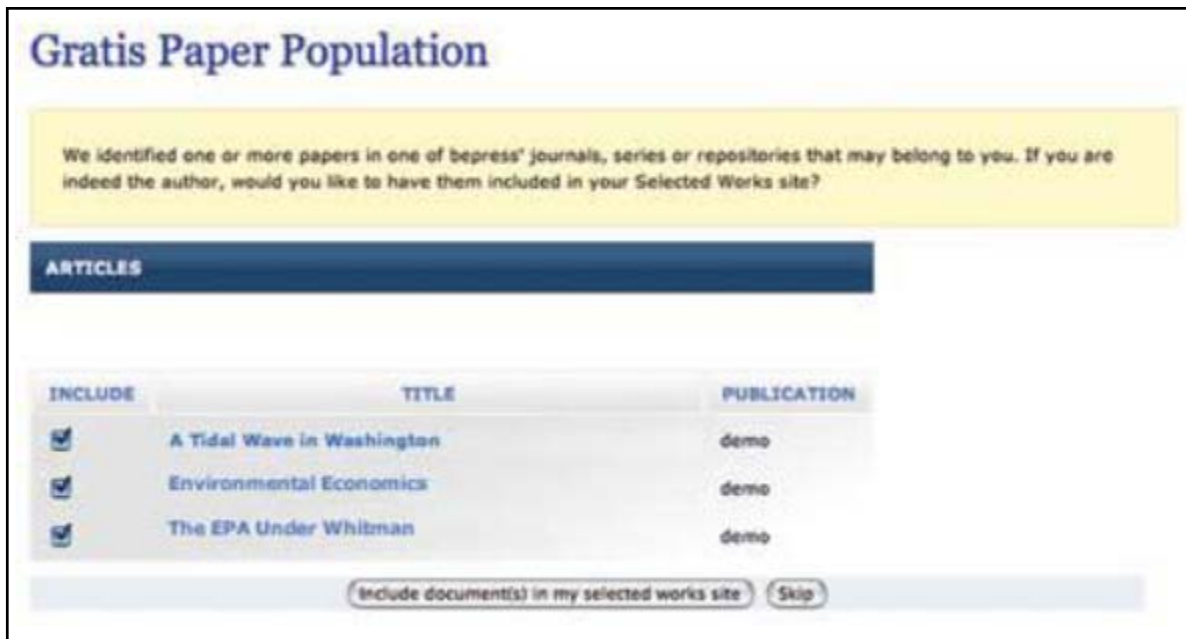


☐ By checking the box you agree to the *SelectedWorks* [Terms of Service](#) and [Privacy Policy](#)

Build Site Now (Confirmation email will be sent to aphoenixfalling@aol.com)

6. Automatic Population of Content

After building your site, the SelectedWorks Site Builder scans through the thousands of documents in the ResearchNow system and compiles a list of documents that appear to have you as an author. (If no such documents are found, the system will take you to the next step.)



The screenshot shows a web interface titled "Gratis Paper Population". Below the title is a yellow box with the text: "We identified one or more papers in one of bepress' journals, series or repositories that may belong to you. If you are indeed the author, would you like to have them included in your Selected Works site?". Below this is a dark blue header labeled "ARTICLES". Underneath is a table with three columns: "INCLUDE", "TITLE", and "PUBLICATION". The table lists three articles, each with a checked checkbox in the "INCLUDE" column. At the bottom of the table are two buttons: "Include document(s) in my selected works site" and "Skip".

INCLUDE	TITLE	PUBLICATION
☒	A Tidal Wave in Washington	demo
☒	Environmental Economics	demo
☒	The EPA Under Whitman	demo

[Include document\(s\) in my selected works site](#) [Skip](#)

- Skim through the list to verify that the found documents should appear on your SelectedWorks site.
- Click the title of a paper to view it.
- Uncheck any papers that should not be included.
- Click **Include document(s) in my selected works site**, and your site will be instantly populated with the works that you have selected.

EDIT YOUR SITE

1. Log in from <http://works.bepress.com> via the **My Account** tab in the header.
2. Unless you had previously selected the **Remember Me Next Time** option or were already logged in, you'll be prompted to enter your email address and password, and click **Log in** to proceed.
3. Click the **Edit My Site** button. This will take you to a page where you can access all SelectedWorks editor tools.

The screenshot shows the 'Edit My Site' interface for a user named 'lyndsey [test] elizabeth'. The header includes navigation tabs: Upload Content, Edit My Site, View Site, Reports, Mailings, My Editors, and My Account. Below the header, the site title 'SelectedWorks of lyndsey [test] elizabeth' is displayed, along with the University of Tennessee Knoxville logo and the 'Trace' Tennessee Research & Creative Exchange logo. The main content area features several editing tools: 'Update Site', 'Edit My Intro Paragraph' (with a description: 'Tell readers about yourself and provide context for the scholarship you are promoting.'), 'Categorize My Writings' (with a description: 'We leave it up to you to decide how to organize your Selected Works.'), 'Upload Content' (with a description: 'Upload an article, book, book contribution, popular press, unpublished paper, presentation or other document here.'), and 'Collect bepress Content' (with a description: 'Search all bepress' journals, series and repositories for papers that may belong to you.'). Below these tools is a 'Books' section with two entries: 'Even More (2012)' and 'Example (2012)', each with an 'Edit' button. On the right side, there is a sidebar with 'Edit My Photo' (showing a scale of justice image), 'Join My Mailing List' (with an 'Enter email here' field and a 'Sign Up' button), 'Edit About Me' (showing the user's name, university, and links to 'Trace GRA', 'Contact Information', and 'Curriculum Vitae [PDF]'), and 'Edit My Background Info' (showing 'Expertise' with a link to 'History').

EDIT MY INTRO PARAGRAPH

Your site's main page can begin with an introduction about your work.

1. Click **Edit My Intro Paragraph** to add your optional introduction. No formatting (HTML or otherwise) is permitted in the introductory paragraph.
2. Once complete, click **Save Changes** to view your introductory paragraph in the **Edit My Site** page.

CATEGORIZE MY WRITINGS

By default, the papers posted on your site are displayed categorically by their subject heading. Alternatively, you may elect to have them grouped by document type (e.g. article, working paper, report). Control these options, as well as the terms used for the document type or subject headings, by clicking the **Categorize My Writings** button.

Subject Headings

1. Select **Organize my homepage by subject headings** by clicking the small button next to it in order to have your papers categorized and displayed by subject heading.

Categorize My Writings

You may display your documents on your homepage by **subject headings** or by **document types**. Select the corresponding radio button below to set your default display.

☒ **Organize my homepage by subject headings**

Subject headings allow you to classify your papers with your own unique subject areas. [example](#)

My Subject Headings:

SUBJECT HEADING	SORT	
Examples	New Row	Delete
More Examples	New Row	Delete

Assign papers to subject headings

2. **Modifying your subject headings:** Subject headings that have been used by uploaded papers are automatically displayed. You may add new subject headings by clicking **New Row** and entering a new heading in the box provided. Delete any unwanted subject headings by clicking the corresponding **Delete** button or edit a subject heading by modifying the heading in place.
3. Once your list of subject headings is as you would like it, click the **Save Changes** button at the top or bottom of the screen to save your edits and return to **Edit My Site**. Alternatively, by clicking on **Assign papers to subject headings** at this point, the system will automatically save your new subject headings and move on to the next step.
4. Verify that all papers have a subject heading by clicking **Assign papers to subject headings**.
5. For each paper, click the appropriate subject heading(s) in the list box to the right. Hold the **Ctrl** (Windows) or **Apple** (Mac) key to select multiple subject headings for a document. Hold the **Ctrl** (Windows) or **Apple** (Mac) key while clicking a selected item to deselect it.
6. Click **Save changes**.

Assign Papers to Subject Headings

Click on Subject Heading to assign paper to it. Hold Ctrl (windows) or apple (mac) to select more than one Subject Heading for a document. Hold Ctrl or apple to unselect a Subject Heading already highlighted.

YOUR PAPERS	ASSIGNED SUBJECTS
Even More	Examples More Examples
Example	Examples More Examples

Save Changes Cancel

Document Type

1. Select **Organize my homepage by document type** by clicking the small button next to it in order to have your papers categorized and displayed by their document type.

☐ Organize my homepage by document type

Change the label of your document types if the default label does not fit your needs. [example](#)

DOCUMENT TYPE	CUSTOM LABEL	SORT	
article	Articles	v	
book	Books	v	^
book_contribution	Contributions to Books	v	^
popular_press	Popular Press	v	^
unpublished_paper	Unpublished Papers	v	^
presentation	Presentations	v	^
other	Other		^

2. If you would like to reword the label for any of the document types, edit the text in the corresponding **Custom Label** field. The **Custom Label** will be displayed as the heading for these documents on your site. Only the labels may be changed; actual document types cannot be added or deleted.
3. Click **Save changes**

Show Abstract Preview

Whether you have chosen to display your content by document type or subject area, you have an additional option of showing your readers a bit of the abstract in the list of documents on the front page of your site.

1. Check this option to display the first two lines of the abstract below the title of each document.

Click **Save Changes**.

☒ Show 2-line abstract preview?

In order to allow people to get more of a sense of what your document is about, you can choose to show a preview of your abstract on the homepage. [example](#)

ADD TO OR MODIFY MY WRITINGS

To upload new documents to your site:

1. Click the **Upload Content** button on your selected works home page.
2. Complete the upload form.

DOCUMENT TYPE

Please select your document type:

Articles

*** AUTHORS**

 **Add author**  **Add corporate author**

Order	Email	First Name	Middle	Last Name	Suffix	Institution	Remove
	aphoenixfalling@ao	lyndsey [test:		elizabeth		Begin typing...	

CITATION

*** Title:**

*** Publication date:**
Year is required but all other fields are optional.

Season: -- Month: -- Day: -- Year:

*** Journal:**

Volume: **Issue:**

First Page: **Last Page:**

- **To add authors**, click **Add Author** to insert a space for a new author, and enter the author's email address (optional), name, and institution (optional).
- **To delete an author**, click the **Delete Author** button that is on the same line as the author to be removed.
- **To modify information about an author**, simply edit the information in any of the fields to change it.
- **To reorder the authors**, click the **Order** menu in the first column to choose the right order.

You may either copy/paste or type your abstract into the box provided. Only plain text, without any font or style changes, is supported in the abstract. If you need to include bold or italic text in the abstract, you may do so by changing the format of the abstract in the dropdown menu to **paragraphs formatted with HTML tags**, and entering the necessary formatting with HTML tags. Tips for entering HTML tags are provided via the **Find out which HTML tags you may use** link.

The format of the abstract is:

The system defaults to expect a single-paragraph abstract. If your abstract is multiple paragraphs, or has HTML codes, pick the appropriate option from the menu.

Upload a file

If it is within your copyright agreement to post the full text of the document to a personal web site, you have the option of uploading the document from your hard drive (Microsoft Word, RTF, WordPerfect, Excel, PowerPoint, plain text, and PDF files are accepted). Word, RTF, and WordPerfect files will be automatically converted by the system to PDF files, and posted as PDF files. When you select this choice to upload a file, you'll be presented with a field labeled "PDF, Microsoft Word, Word-Perfect, RTF, PowerPoint, or audio file." Click the **Browse** button (or **Choose File** button on some systems), locate the file on your hard drive, and select it. Note: the system lists the most commonly used file types, but you are able to upload any type of file (i.e. Excel, plain text, video, etc.).

Provide a link to the full text

If you don't have the authorization to repost the document, you may enter a link to it if it is available elsewhere online. Choose this option, and a new entry form appears for you to enter the link to the paper (be sure to include the leading <http://> for this to appear as a clickable link on your site).

Publish metadata only

Choose this option if you don't plan to upload or link to the document's full text. The abstract and citation information will still be saved to your site.

Publisher statement

This field appears only when uploading **Article**, **Book**, or **Contribution to Book** document types. As part of some copyright agreements, in order for you to post the document at your site, the publisher might require a statement about where the article was published. In that case, enter the specified statement in the **Publisher Statement** box and it will appear alongside the document on your site.

If you arranged your writings by Subject headings, choose it from the options provided.

INDEXING/CLASSIFICATION

Subject Headings:
To select multiple fields, hold the **Ctrl** or **Apple** key.

Examples
More Examples

 **Subject headings** are specific to your site and allow you to classify and display your papers by your own unique subject areas.

Create new subject heading for this document:

So that your potential audience can find your stories easily, be sure to enter Keywords and an Abstract into the boxes provided. You can also choose the format of the abstract from the drop down menu.

Now you are ready to upload your article. Choose either to upload a file or add a link to your article depending on its format.

Keywords:

keywords, key, word, sample, selectedworks

 Please separate keywords/keyword phrases with commas.

ABSTRACT

Paste or type your abstract:

This is a user guide for SelectedWorks. This guide should be able to answer most of your questions if read thoroughly.

Please look at our other training documents for help on other areas of Trace.

 Only plain text is supported for the abstract (fonts and text style changes are not preserved). You may use some HTML to format your abstract. **Please note that the abstract field only accepts a limited number of tags:**
Find out which [HTML](#) tags you may use

The format of the abstract is:

multiple paragraphs, as indicated by blank lines

FULL TEXT

I want to :

☐ upload a file.
☒ provide a link to the full text.
☐ publish meta data only.

What should I know about copyrights? 

Link to Full Text:

www.utk.edu/trace/selectedworksguide|

Example: <http://www.site.com/fulltext.html>

Once you are done, click on the **Upload** button.

By clicking "Upload" below, you agree to the *SelectedWorks Terms of Service and Privacy Policy*

Upload

Cancel

To modify or withdraw documents that are already posted to your site

Click the **Edit** button that appears to the right of the document in the **Edit My Site** view.

- **To revise the document:** Click the **Revise** button. The subsequent screen will display a form similar to the **Upload** form. Change only the elements in this form that you would like to modify, and click the **Save** button at the bottom.
- **To withdraw the document:** Click the **Withdraw** button. Click **Withdraw** again when presented with the confirmation screen, and the document will be removed from your site. A page will be left behind as a placeholder to notify users that the document has been withdrawn, rather than having users encounter a broken link.
- **To customize the suggested citation for the article:** Click **Customize Citation**. In the **Custom Citation** box, enter the text of the new citation as you would like it to appear. To display text in Small Caps, highlight the text and press the **Small Caps** button. To display text in *Italics*, highlight the text and press the **Italic** button. To include a link, highlight the text to link from, press the **Link** button, enter the URL to link to (remember to include the <http://>), and click **OK**. You can also use HTML codes to further customize the appearance of your citation, if you wish. Click **Save Changes** when you've finished customizing the citation.

When you have finished modifying the article, simply click the **Return to Edit My Site** button.

Selected Works of lyndsey [test] elizabeth

Author Home

Browse Subjects

Browse Article Types

Update Site

Books

Next>

Revise

Withdraw

Return to Edit My Site

Even More

lyndsey [test site] elizabeth

Customize Citation

The full text of this version of the article is not currently available here.

f

t

in

+

EDIT MY PHOTO / EDIT ABOUT ME

The Edit About Me allows you to upload a photo, resume/CV and other background information about yourself. This will provide your potential employer or audience with a little more information about your interests, experience and affiliations.

To complete this section, click on the **Edit About Me** button

SelectedWorks of lyndsey [test] elizabeth

Author Home

Browse Subjects

Browse Article Types

Trace
TENNESSEE RESEARCH &
CREATIVE EXCHANGE

Update Site

Edit My Intro Paragraph

Tell readers about yourself and provide context for the scholarship you are promoting.

Categorize My Writings

We leave it up to you to decide how to organize your Selected Works.

Upload Content

Upload an article, book, book contribution, popular press, unpublished paper, presentation or other document here.

Collect bepress Content

Search all bepress' journals, series and repositories for papers that may belong to you.

Books

Edit

Even More (2012)

Edit

Example (2012)

Edit My Photo



Join My Mailing List

Enter email here

Sign Up

Edit About Me

lyndsey [test] elizabeth
University of Tennessee, Knoxville

- Trace GRA
- Contact Information
- Curriculum Vitae [PDF]

On the following screen, enter as much information as you want to share with your readers.

About me

Note: We cloak your e-mail address to prevent spam

Full Name:

lyndsey [test] elizabeth

Email address:

Institution:

University of Tennessee, Knoxville

Change institution

Titles and Affiliations:

Trace GRA

New Row

Delete

2nd Institution:

Titles and Affiliations:

New Row

Delete

Contact Info:

Curriculum Vitae (PDF):

Browse...

Existing: cv.pdf

Delete

Photo (JPEG or GIF):

Browse...

Existing: photo.jpg

Delete

Save Changes

Cancel

Note: Your resume is required to be in PDF format to upload.

The ideal photo size is 135px by 180px, but if your photo is a different size, it should have a width-height ratio of 0.75.

Be sure to click on **Save Changes** once you are done.

EDIT MY BACKGROUND INFO

You may elaborate on your background by entering information about the following items in the **My Background** screen. This information will appear in the sidebar of the pages of your site.

1. Add information to any of the following fields.

- **Areas of expertise.**
- **Courses or seminars taught.** If entering a URL for a course, begin the URL with <http://> so it appears as a clickable link on your site.
- **Honors and awards received.**

2. If necessary, click **New Row** to add a new entry for the category. Click **Delete Row** to remove an item.

3. Click **Save Changes** when done.

My Background

Areas of Expertise: History

Courses/Seminars:

Course/Seminar Name	URL (e.g. http://www.website.com)		
		New Row	Delete
		New Row	Delete
		New Row	Delete

Honors and Awards:

Honors and Awards		
	New Row	Delete
	New Row	Delete
	New Row	Delete

Select Disciplines

Available:

- Architecture
- Arts and Humanities
- Business
- Education
- Engineering
- Law
- Life Sciences
- Medicine and Health Sciences
- Physical Sciences and Mathematics
- Social and Behavioral Sciences

Selected:

Law

EDIT LINKS: ADD RELEVANT LINKS TO YOUR SITE

Share your favorite websites with others by entering the links and a brief label to describe them here. These links will appear in the sidebar of your site. Click the **Edit Links** button.

On the next screen, type in a descriptive label/title and enter the URL as shown in the example. If you need to add additional rows, click on the **New Row** button. When you are done, click on the **Save Changes** button. The links will appear in the side bar of your site.

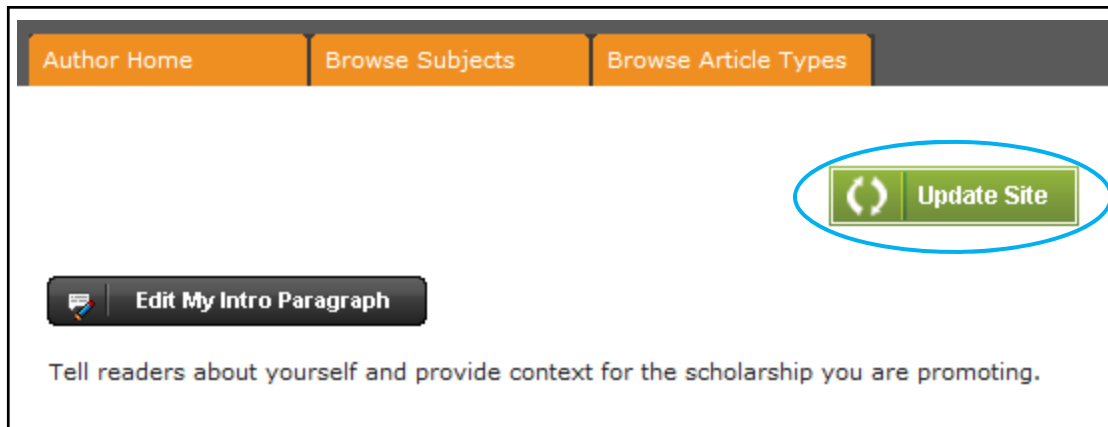
Favorite Links :

Label to appear on site	URL (e.g. http://www.website.com)		
		New Row	Delete
		New Row	Delete
		New Row	Delete
		New Row	Delete

UPDATING YOUR SITE

When you have finished editing your site, click the **Update Site** button to make your changes public. Until your site is updated, your changes are only visible in this view.

If you forget to update your site, don't worry, we'll do it for you! Each night your site is automatically updated by the system. Please note: uploading or revising a paper will automatically queue your site for update.

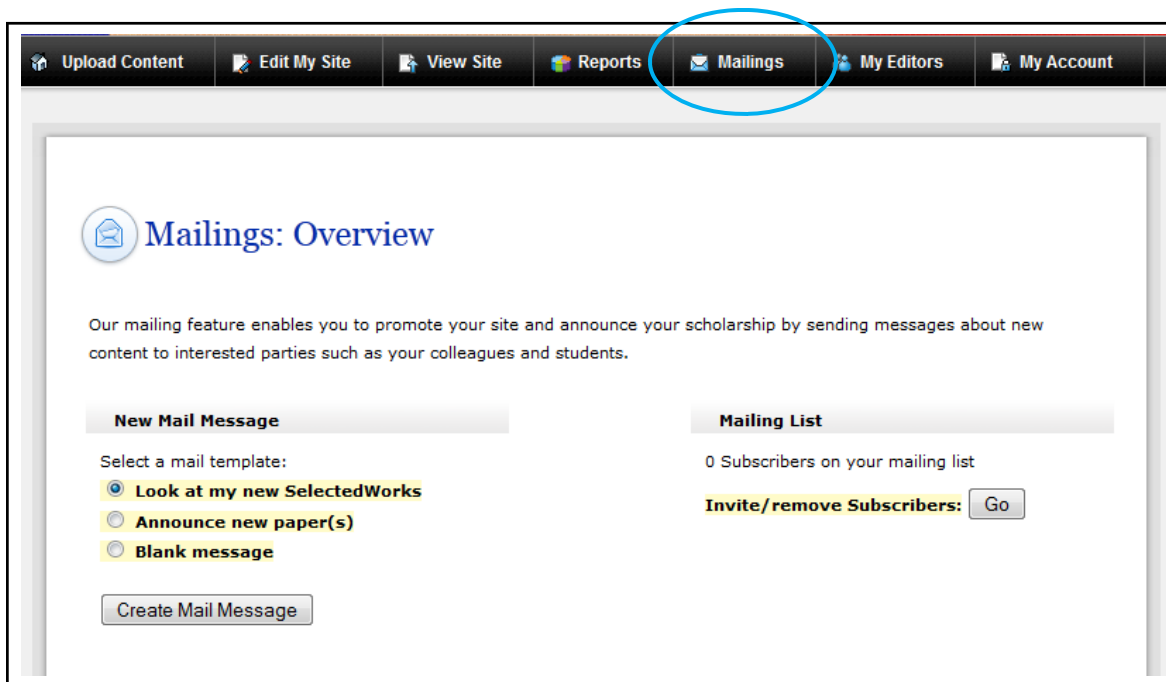


PROMOTE YOUR WORK

To promote yourself and your work, be sure to set up automated mailings, which will send messages about new content to interested parties such as your colleagues and potential employers.

To start this feature, click on the **Mailings** button in the menu bar.

You may add people to your mailing list, or they may sign up themselves via the **Join My Mailing List** form on your site. Via the Mailing List page, you have the tools to manage the subscribers list and compose and send your own e-mail messages as desired.



Note: Before you send out your e-mail messages, be sure to **Invite/remove Subscribers** by clicking on the **Go** button and entering the e-mail addresses as indicated on the screen shot below.

INVITE ONE OR MORE EMAIL ADDRESSES

Enter email address here:

 To invite one or more subscribers enter the person's email address here and click **Send invitations!** [Note that if someone has chosen to unsubscribe, or if you choose to unsubscribe them from this mailing list, you will not be permitted to invite that person back to the list.]

You can also upload an e-mail list using a **text file**. (A file saved as a .txt format with one row of the e-mails. Hint: Just enter e-mails and press enter between each e-mail.) Click **browse**, select the **text file**, and then click **send invitations**.

UPLOAD INVITEE E-MAIL LIST

Upload list here:

ASCII text file, one address per line

 To invite a list of subscriber Click **Browse** and locate the subscriber list as a text file on your hard drive and click **Send invitations!**

[How do I import e-mail addresses from a file?](#)

After typing your message, click on the **Send Invitations** button. If you need to remove subscribers, enter their e-mail address and click on the **Remove** button.

The image shows two web forms. The top form, titled 'INVITATION E-MAIL', has a 'Subject:' field with the text 'Invitation from lyndsey [test site] eliza' and a 'Body:' text area containing a message about using SelectedWorks. To the right of the body field is a lightbulb icon and the text: 'The following e-mail will be sent to those who you wish to invite to join your mailinglist.' Below the text area are two buttons: 'Send invitations!' (circled in blue) and 'Cancel'. The bottom form, titled 'REMOVE AN ADDRESS', has a 'Remove an address here:' label and an empty text input field. To the right is a lightbulb icon and the text: 'To unsubscribe someone, enter their email address here and click **Remove**.' Below the input field is a 'Remove' button (circled in blue).

REPORTS: TRACK READERSHIP

Interested in seeing how many times readers have downloaded your papers? Click the **Reports** link on your **Edit My Site** page.

The **Reports** screen lists the contents of your site in descending alphabetical order, along with the date the document was posted and the total number of downloads since that date. **N/A** indicates that the download count is not applicable because the full text of the document is not available online.

OTHER TOOLS FOR PROMOTING READERSHIP

RSS

Automatic integration with bepress' aggregation and syndication services ensures rapid dissemination and increased readership of your work. Click here for more information on RSS feeds.

bealert

Thousands get notified of new bepress content fitting their requested criteria through **bealert**, a system by which readers may request notification of new content that matches their specific search request.

Full-text Indexing

Full-text indexing in Google means more readers discover your work.